

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

USE AND CONTROL OF TOWN CREDIT CARDS POLICY

Effective Date: 8/13/1996

Resolution 96-61

PURPOSE

The purpose of this policy shall be to designate which Town employees are authorized to have use of a Town credit card and to define the uses for which the card is intended.

POLICY

The Town Council of the Town of Loomis has authorized the town manager to maintain a credit card account. The card has been authorized as a convenience to carry out the necessary business of the town. The manager has purchasing approval authority.

The following list of approved uses of the card shall not be considered to be all inclusive as other situations may arise that warrant use of the card. In such event, it is the duty of the manager to determine appropriateness of the use as consistent with the intent of this policy.

Approved uses:

1. Confirmation of hotel reservations.
2. Purchase of travel services including travel and accommodations to and from approved events.
3. Purchase of meals for town officials and employees when related to work or conference related activities.
4. Purchase of materials and supplies when the transaction does not exceed \$50.00.

All charge slips and receipts should be submitted to the finance office on a weekly basis. The purpose of the expenditure must be noted on the charge slip. If the charge is for a meal, the names of the participants must be listed. The account to be charged is to be listed also.

It shall be the intent of the town to pay all charges on a current basis, thereby eliminating the interest charges. Any use of the card or the card number shall be with the authorization of the card holder for that specific transaction.

The cardholder is authorized to approve charges as related to authority to approve such purchases under the Loomis Municipal Code. Each transaction shall be made with discretion as to the appropriateness of the purchase. The credit card account shall not be used to circumvent any purchasing code provision, but only as a convenience as may be deemed necessary and appropriate.